

MICHIGAN VETERANS/SERVICE MEMBERS APPLICATION INSTRUCTIONS

Michigan Veterans Homeowner Assistance Program



Department of Military and Veterans Affairs- Michigan Veterans Trust Fund (DMVA/MVTF)

Section 1 - Eligibility and Veteran/Spouse Information: Fill out all applicable boxes making sure all Veteran and Co- Borrower information is completed and accurate. Be sure to check all "Eligibility" sections that apply to your situation.

- Honorably Discharged Veterans will need to provide a DD214 (military discharge document). Active/Reserve Duty members need to provide a statement of service signed by or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters. The statement may be in any format: usually a standard or bulleted memo is sufficient. It must contain your name and social security number, and provide: (1) Date of entry on your current active/reserve duty period and (2) Duration of any time lost (or a statement noting there has been no time lost). This should be done on military letterhead.
- Any guard or reserve member who has deployed since 2006 may use their DD124 from that deployment as proof of eligibility.
- If you have lost a home since 2006 in Michigan provide the documents proving said foreclosure.
- If you selected being a spouse of a Service Member who died in conflict, please contact us for document clarification.

Section 2 - Hardship Affidavit: Check all options as to why you should be considered for a grant. If a given option does not fit your situation, please type or print a description of your hardship situation in the provided space. If you need more space please use a separate sheet, state Section 2 continued and add your name and be sure to send the extra sheet with the application via fax or mail.

Section 3 - Principal Residence Information: Answer the questions in this section about your principal Michigan residence. Be sure to fill out all areas that apply to your principal residence. If you have a mortgage in default or are in foreclosure due to property taxes, you will need to provide the notice of default and/or notice of foreclosure. Be sure to fax or mail copies of the documents with the application.

Section 4 - Other Properties: In this section provide the requested information about other properties that you may own. If you own more properties than spaces provided please attach the information on a separate sheet. Be sure to fax or mail any extra sheets along with the application.

Section 5 - Combined Income, Expense and Assets of Borrower/Co-Borrower: Please be sure to fill out all applicable boxes in each column. Be sure to be very precise with the information you submit. The total in each column will not automatically calculate itself. Please take the time to correctly calculate the totals in each section.

Section 6 - Borrower and Co Borrower Acknowledgment and Agreement: Please read this section carefully. This section is the release of information, authorization and acknowledgment of assistance by DMVA/MVTF. You must sign this section of the document for the application to be considered.

Final Instruction- You can fill out the application online or print the application and fill in it. For fastest means of delivery the application and required accompanying documents should be faxed to the MVTF at the fax number provided below. If you are faxing the application and accompanying documents be sure to include a cover sheet that contains the number of documents being sent in the fax. Application and accompanying documents can also be mailed to the address provided below. If you need to contact the DMVA/MVTF by phone be sure to leave your name, and contact information in a message.

Fax: 517.284.5297 Phone: 517.284.5296

MI Veterans Trust Fund- MiVHAP P.O. Box 30104 Lansing, MI 48909